

MINUTES
TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE
April 12, 2017 at 10:00 a.m.
MDOT Aeronautics Building
2700 Port Lansing Road, Second Floor Commission Conf. Room
Lansing, Michigan

****Frequently Used Acronyms Attached**

Members Present:

Derek Bradshaw, MAR
Gary Mekjian, MML
Rob Surber, DTMB/CSS

Don Disselkoen, MAC – Vice-Chair
Jonathan Start, MTPA/KATS – Chair

Support Staff Present:

Rob Balmes, MDOT
Frank Kelley, MDOT
Gloria Strong, MDOT

Roger Belknap, MDOT
Hugh McNichol, MDOT
Mike Toth, MDOT

Members Absent:

None

1. Welcome – Call to Order – Introductions:

The meeting was called to order at 10:01 a.m. Everyone present was introduced.

2. Changes or Additions to the Agenda (Action Item as needed):

None

3. Public Comments on Non-Agenda Items:

None

4. Correspondence & Announcements:

4.1. – Transportation Asset Management Council (TAMC) Spring Conference 2017 – May 25, 2017, Mount Pleasant

The agenda is pretty much complete. A copy of the draft program agenda was shared. The morning session will present on the 21st Century Infrastructure updates with a question and answer session. George Hartwell, Michigan Transportation Commission, and Carmine Palombo, Southeast Michigan Council of Governments, have confirmed attendance. John Weiss has a conflict and will not be available to attend. Eric DeLong will represent Grand Valley Metro Council. The afternoon will hold a bridge asset management panel. The panel session will be moderated by Dave Juntunen, MDOT, and Chris Gilbertson from Michigan Technological University (MTU). The City of Ann Arbor will be doing an overview on how they developed their asset management plan. Roger Safford's agency, HNTB, will be sponsoring the conference with a \$1,000 donation.

5. Consent Agenda:

5.1. - Approval of the March 1, 2017 Meeting Minutes (Action Item)

D. Bradshaw made a motion to approve the meeting minutes of March 1, 2017; D. Disselkoen seconded the motion. The motion was approved by all members present.

6. Work Program Update:

6.1. - Asset Management Work Program and Unified Work Program for Metro/Regional Planning Agencies – J. Start

The language was reviewed by the ACE Committee and minor changes were noted. The Metropolitan Planning Organization (MPO)/Regional Planning Organization (RPO) Unified Work Program (UWP) was found to be acceptable with just a few minor corrections. The corrections/additions were noted on the document by R. Belknap. A few of the minor corrections/additions were:

- Reference the TAMC Website in the document for anyone to find TAMC policies.
- Asset Management Plans may include sewer, water, and roads. Reference coordination of road work and infrastructure projects to decrease efforts and reduce spending. TAMC will not pay for anything to do with the infrastructure projects. Model Inventory Road Elements Fundamental Data Elements [MIRE FDE] is looking to find funding for coordination of the collection of this data.
- The sentence “Act 51 agencies developing asset management plans and coordinating them” should state “roads.”
- Under “Required Products” the language will be changed to “if collected.”
- Under #4 – “Submit information to TAMC Coordinator by May 2, 2018” will eliminate the year (2018) and put in “for the prior year.”

D. Bradshaw made a motion to approve the language for the MPO/RPO UWP with the minor corrections; D. Disselkoe seconded the motion. The motion was approved by all members present. The UWP will now go forward to full TAMC for their final approval.

6.2. - TAMC 2016 Roads and Bridges Annual Report [\(2015 TAMC Annual Report Link\)](#) – H. McNichol

A draft was placed out on the TAMC SharePoint. H. McNichol has only received a few minor suggested changes from Council most of which are for format and grammar. If anyone has any suggested changes, they should be emailed to H. McNichol or placed out on SharePoint right away. Hugh would like everyone to review the “Year in Review” section of the report to assure that he has captured all accomplishments for TAMC. A couple of suggestions made were, it needs to be made clear in the report that this is for federal aid roads and to add Rob Balmes and Gary Mekjian’s names to the Staff and Council Members sections of the report. Hugh will get G. Mekjian signed up on SharePoint. Staff is pretty much on schedule this year for completion of the annual report except for the report cover. R. Belknap has received photos for the cover and will be working with MDOT Design to create a cover in the near future.

7. Review and Discussion Items:

7.1. – Status of 2017 Paved, Non-Federal Aid (PNFA) Reimbursement Program – R. Belknap

The allowable budget allotment maximum of \$37,000 for statewide PNFA distributed on a first-come; first-served basis has been reached. TAMC will need to approve the agencies that will be receiving the funds. For agencies that did not get the funds (below the line that we do not give the \$37,000 to), send out a notice to the MPO/RPO areas and ask if they have any extra funds they can support the PNFA local data collection. Let the MPO/RPOs know that they can talk to their local agencies and if they have extra funding they can support their PNFA data collection. R. Belknap will contact the agencies and notify those that will be getting part of the \$37,000 funding. He will also contact the MPOs/RPOs that had funds left on the table that may possibly be able to use those funds instead of using the \$37,000, and give the portion of the \$37,000 funds to agencies that could use the monies. If a local decides to receive reimbursement from their MPO/RPO they cannot get funds from the \$37,000 also. It needs to be made clear to the agency.

7.2. – Paved Non-Federal Aid (PNFA) Data Collection Policy – J. Start

The PNFA policy is coming along well. The training information has been removed and is now just referenced in the document. Tim Colling’s suggestion that policies on non-paved roads be included has also

been added. The ACE Committee thinks it is a good policy. J. Start will finalize the policy and bring it to the next full Council meeting for their approval. The committee will need to figure out how to stop agencies from getting both funds from their MPO/RPO and funds from the allotted PNFA Reimbursement Program. J. Start would like the committee to look at how the policy reads on reimbursement and report back any suggestions to him.

8. Member Comments:

Mr. Gary Mekjian was welcomed to the Committee. Mr. Mekjian is a Professional Engineer and Assistant City Manager of Farming Hills, who has replaced Dale Kerbyson for TAMC representing the Michigan Municipal League. The seat became available when Dale Kerbyson did not wish to seek reappointment when his term expired in February 2017.

R. Belknap shared that he has completed a FY 2018 UWP budget proposal that he would like the committee to review. The committee would like the report to show FY 2017 next to FY 2018 for comparison, as well as the CSS FY 2017 and FY 2018 work activity expenditures.

9. Public Comments:

None

10. Adjournment:

The meeting adjourned at 11:33 a.m.; the next meeting will be held April 19, 2017, 10:00 a.m., MDOT Aeronautics Building, 2nd Floor commission Conference Room, Lansing.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN’S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA’S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES

MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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